



# Certificate of Zoning Compliance APPLICATION

P.O. Box 779, Galveston, TX 77553 409/797-3660

planningcounter@galvestonTX.gov

A Certificate of Zoning Compliance is required before any building that has been erected, converted or structurally altered can be occupied. The Certificate of Zoning Compliance is issued upon demonstration that the proposed use of the building or land will comply with the applicable provisions of the Land Development Regulations.

## I. PROPERTY INFORMATION

\_\_\_\_\_  
Street Address/Location

or

\_\_\_\_\_  
Legal Description (Lot Number, Block Number, Subdivision)

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Proposed Land Use – *Please see attached list for standard land uses*

\_\_\_\_\_  
Previous Land Use – *Please see attached list for standard land uses*

## II. APPLICANT INFORMATION

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
E-mail Address

## III. REQUIRED ITEMS

- ✓ All documents should be provided in 8.5" x 11", or please fold to appropriate size if larger. All drawings must be to scale.
- ✓ Please provide electronic copies, if available. Other pertinent information to support said request should also be attached.
- ✓ Not all items may be required. Please check with the Planning Division staff for advice.

☐ **Survey**

☐ **Site Plan**

- Scale, North Arrow, Legal Descriptions, Street Address
- Location and dimension of the lot(s)
- Footprint of all existing structures, with dimensions and distance from property lines and adjacent buildings
- All building setbacks (front, rear, side, structure to structure)
- Location/type of parking areas, landscape areas, driveways and sidewalks, with dimensions
- Location/type of exterior lighting fixtures

☐ **Floor Plan**

☐ **Limited Use Affidavit**

☐ **Signature** from the Building Division is required below confirming no Certificate of Occupancy is required:

\_\_\_\_\_  
Building Division Signature

☐ **Non-Refundable Application Fee of \$ 100.00**

## IV. ADDITIONAL INFORMATION

- The review process will take no more than 10 working days. The staff will call the applicant when the Certificate of Zoning Compliance is approved.
- The Certificate of Zoning Compliance shall be signed by the applicant and a representative of the Planning and Development Division and Building Division.
- The Certificate of Zoning Compliance shall be displayed at the business location at all times.

## V. ACKNOWLEDGEMENTS

I certify that ☐ I am the legal owner on record, or ☐ I have secured the property owner's permission and have full authority to make this application, and that the above information is correct and complete to the best of my knowledge and ability.

\_\_\_\_\_  
Printed Name and Signature of Applicant

\_\_\_\_\_  
Date

## Standard Land Uses

Accessory Dwelling Unit	Music Instruction
Adult Day Care	Nursery or Greenhouse, Retail
Adult Use (SOB)	Nursery or Greenhouse, Wholesale
Agricultural Support	Nursery Wholesale
Agriculture/Urban Farming	Nursing / Convalescent Home
Airport	Office
Alcoholic Beverage Sales, Liquor Store or Package	Parking and/or Multimodal Transportation Facility
Arena / Stadium	Parking Structure – Incidental to Main Use
Automotive Wrecking and Salvage Yard; Junkyard	Parking Structure – Mixed Use
Bar	Passenger Motor Vehicle Sales or Rental
Bed and Breakfast	Pawn Shop
Boarding House, Dormitory, Fraternity or Sorority	Personal Care Homes (DADS)
Cemetery	Personal Fitness
Child Care Facility, Day Care (Commercial)	Pet Grooming Services
Child Care Facility, Residential (Day Care)	Place of Private Assembly
Cleaning / laundry pick-up station	Place of Public Assembly
Cleaning / laundry-mat self service	Port and Harbor Facilities
College / University / Vo-Tech	Power Generation
Commercial Amusement/Recreation Indoor	Private Club
Commercial Amusement/Recreation Outdoor	Professional Services, Instruction or Counseling
Commercial Lodging (Hotel)	Public Safety Facility
Commercial Stable	Public Utility Facility, Neighborhood
Community Garden	Public Utility Plant
Correctional or Rehabilitation Facility	Rail Yard
Cottage Food Production	Recreation Indoor
Credit Access Business	Recreation Outdoor
Flea Market	Recycling Collection Center
Gun Shop	Research and Testing Laboratory
Heavy Industry	Residential Stable
Heavy Vehicle, Manufactured Home, Watercraft or	Restaurant, Drive-In / Through
Aircraft Sales or Rental	Restaurant, No Drive-In / Through
Heliport	Retail - Big Box
Helistop	Retail - Commercial
Home Based Occupation	RV Park
Home Based Occupation/Business	School: Private
Homeless Shelter	Self Storage
Hospital	Short Term Rental Residential Dwelling
Hospital House Establishment	Single-Family Attached
Kennel	Single-Family Detached
Library	Substance Abuse Facility
Light Industry	Vehicle Wash
Live-Work Unit	Vending Kiosk/ATM
Manufactured Housing Development	Veterinarian, Large Animal
Marina	Veterinarian, Small Animal
Medical Office / Clinic / Lab	Wholesale
Mining / Extraction	Wireless Telecommunication Facility
Multi-Family Residential	